

As a leader in modernization, innovation, and creativity, East Gwillimbury is proud to be selected as one of Greater Toronto's Top Employers for 2025. Located along Highway 404 in northern York Region, East Gwillimbury is a premier centre for growth within the GTA and is also Canada's fastest-growing municipality (based on 2021 Census data). EG offers competitive wages and benefits and prioritizes the mental and physical well-being of its employees through social events, wellness programs, and fitness facilities. Employees also have access to more than 50 kms of trails to enjoy the beauty of EG while at work.

The Town of East Gwillimbury is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it is important our workforce reflects the citizens we serve. We respect, encourage, and celebrate our diversity. Join our team and see the EG difference!

Reporting to the Director of Public Works, the Fleet Manager is responsible for the strategic planning, coordination, and management of the Town's corporate vehicle and equipment assets. They will ensure effective and efficient operation, maintenance, and sustainable lifecycle planning for all fleet vehicles in alignment with departmental goals, operational needs, and regulatory compliance. The Fleet Manager will:

- Lead the corporate Fleet operation, including strategy, compliance, and performance, including the preparation and administration of the annual Fleet capital and operating budgets, ensuring cost-effective management of resources.
- Provide a strategic focus, including cost control, fleet optimization, and policy development and implementation.
- Deliver the Green Fleet Strategy through a continuous improvement focus corporate wide.
- Comprehensively Update the Town's Fleet strategy including the Green Fleet Strategy using best management practices at approximately 5-year intervals
- Be responsible for managing the 10-year corporate fleet capital, acquisition and disposals.
- Make decisions and develop detailed specifications to deliver a robust corporate equipment and vehicle procurement strategy.
- Provide direct oversight and manage all fleet procurement, storage, and distribution of fuels, fluids, and other materials essential to the operation of the corporate fleet.
- Manage and prioritize maintenance operations, including routine service, diagnostic assessments, and preventive maintenance activities, in compliance with provincial regulations to minimize corporate service level impacts.
- Provide decision-making over fleet acquisitions, operations, budgeting, and policies.
- Oversee the development and continuous improvement of the Town's vehicle and equipment maintenance programs, ensuring optimal fleet performance, reliability, and availability.
- Oversee/manage contractors performing repairs for the Town
- Collaboratively develop new asset strategies and prepare specifications for fleet replacements in consultation with user departments incorporating Green Fleet considerations.
- Maintain and provide detailed reporting on accurate fleet records, including maintenance history, inspections, fuel usage, and regulatory compliance documentation.
- Develop and analyze comprehensive data to improve operational decisions and fleet optimization.
- Contribute to the Town's emergency response and severe weather operations by supporting Public Works and the Corporate Fleet as required to ensure continued operations.
- Promote a culture of safety, sustainability, and innovation within fleet operations.

The ideal candidate will hold a diploma or degree in Business Administration, Public Administration, Systems Management or related discipline, Certified Truck and Coach Technician (310 T), Certified Automotive Service Technician (310 S), Valid Class DZ drivers' license. In addition, Certified Emergency Vehicle Technician (EVT) would be preferred as well as Certificate in Fleet Management, CAFM, CPFP or equivalent fleet specific training (would be preferred). The ideal candidate would have five (5) to seven (7) years of progressive experience in municipal fleet operations, transportation management, or vehicle maintenance, paired with proven experience in:

- Vehicle acquisition, Fleet Management software, and vehicle disposal.
- Preventative maintenance scheduling and vendor contract management.
- Budgeting, municipal procurement practices, cost control, and fuel/telematics systems.
- Familiarity with MTO regulations, driver training and fleet regulatory compliance.

Other requirements include:

- Strong communication and interpersonal skills
- Strong knowledge of computer applications as they apply to fleet management and experience in workorder and asset management systems
- Computer literacy utilizing the Microsoft Office Suite (Word, Outlook, Excel, SharePoint, Teams)
- Excellent project management skills and an ability to work under pressure and to deadlines
- Familiarity of the automotive industry, automotive specifications and trends is an asset
- Ability to work independently, combined with well-developed organization and time management skills and the ability to deal effectively with tact, courtesy, discretion and diplomacy with all levels of staff and the public
- Demonstrates strong written and verbal communication skills
- Proven ability to oversee and manage budgets
- Excellent listening skills and different points of view

Salary Range: Band 6: \$110,947 - \$130,532

Deadline for applications is November 13, 2025

For more information and to apply please visit www.eastgwillimbury.ca/careers

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.